



Notre Dame

CATHOLIC SIXTH FORM COLLEGE

have faith in your future

Please complete in black ink or type and return to
Human Resources at:
Notre Dame Catholic Sixth Form College
St Mark's Avenue
Leeds LS2 9BL
Tel: 0113 294 6644
Fax: 0113 294 6006
Email: c.murphy@notredamecoll.ac.uk

APPLICATION FOR EMPLOYMENT

Application for appointment as

PERSONAL DETAILS (BLOCK CAPITALS)

Title (Mr/Mrs/Miss/Ms/Dr)	First name	Middle name/s	Surname	Previous name used (if applicable)
Permanent Address			Correspondence Address (if different)	
Telephone Number (Day/Mobile)				
Telephone Number (Evening/Mobile)				
Email address				
DES N ^o . (If applicable)			GTC Registration N ^o . (if applicable)	
			National Insurance N ^o .	
Date commenced Local Government (or equivalent) Service.				
Are you related to any Member of the College Governing Body. If 'yes' please give details.				YES/NO
If appointed when could you start work?				
Are you subscribing to a superannuation scheme? If 'yes' please give details (e.g. LGPS or TPS)				YES/NO
Are you in receipt of a Public Service Pension? If 'yes', have you confirmed with the appropriate Pension Agency how re-employment will affect your pension rights.				YES/NO
REFEREES				
Name and address of two referees (you may wish to include your parish priest), one should be your present or most recent employer. N.B. Referees will normally be approached in advance of interview unless you state this is inappropriate at this stage.				

EDUCATION			
Date From To		School College University or Educational Establishment	Examinations/Results
Qualifications Professional/Occupational Training			Date From To
EMPLOYMENT EXPERIENCE			
Present or most recent employer			
Designation of post		Date of appointment	Date of leaving
Duties			
Scale/Spinal point		Salary/Wage £	
All previous appointments (in sequence) – please account for any gaps in employment Position held/brief description of duties			Date From To

LETTER OF APPLICATION

You may use this space to provide information in support of your application, including interests or unpaid activity. It would be helpful if you could address the skills, knowledge, attributes and experience detailed in the job description and person specification.

ATTENDANCE RECORD

How many days have you been absent for in the last two years?

Number of periods of absence?

Please comment as appropriate.

TEACHING INFORMATION

Please provide details of all examined classes taught in the last two years:

Subject	Level	Board	N ^o in group	Retention	Achievement	High grade (A-B) %

CRIMINAL CONVICTIONS

Please give details of any criminal convictions.

N.B. Under the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, you are required to give details of any convictions, **including those which for other provisions are 'spent'** under the provisions of the Act. Failure to do so may lead to the offer of appointment being withdrawn or disciplinary action being taken, including summary dismissal. New appointments are subject to satisfactory results from an enhanced check conducted by the Criminal Records Bureau.

Note: Signature of this Application Form indicates that applicants have read the Job Description and any other information issued to them relating to the vacancy and can comply with its requirements. In addition it indicates that all information given by the applicant is accurate. All offers of employment are made subject to satisfactory references. It is a condition of employment that all employees respect the Roman Catholic ethos and religious teachings and practices of the College.

CANVASSING DISQUALIFIES

Signature of applicant:

Date:

NAME:

Equal Opportunities Monitoring – (Applicant to complete)

Notre Dame is committed to promoting equal opportunities throughout the organisation. Applicants will not be unfairly discriminated against on the grounds of their religion, sex, marital status, disability, colour, race, nationality or ethnic origin, sexuality or age. The information you give on this form will be used to monitor the effectiveness of the College’s Equal Opportunities policy, and to assist in its development. The information also enables the College to conform with equal opportunities and related legislation.

Date of birth: Male/Female:

Do you consider yourself to have a disability? YES /NO

Does your impairment prevent you from carrying out any of the duties of the post? YES /NO

If yes, you are still encouraged to apply as we may be able to make some changes to accommodate you. It would be helpful if you let us know what the potential difficulties might be.

If called for interview, does your impairment require us to make any particular arrangements? YES /NO

If yes, please describe. It would be useful if you could give us any information you have about how these might be overcome. If you do not let us know at this stage what your needs are, there is no guarantee that we can meet them if you let us know at a later date.

Ethnic Origin

Asian or Asian British		Black or Black British		Chinese or Other Ethnic Groups	
Bangladeshi	AB	African	BF	Chinese	CC
Indian	AI	Caribbean	BC	Other (specify)	CO
Pakistani	AP	Other (specify)	BO		
Other (specify)	AO				
Mixed		White			
White and Asian	MA	British	WB		
White and Black African	MF	Irish	WI		
White and Black Caribbean	MC	Other (specify)	WO		
Other (specify)	MO				

Where did you hear of this vacancy.....

Notre Dame College will use the information you provide for the purposes of personnel administration, management and statistical analysis. Where necessary we may disclose information about you to legal advisers, trade union representatives, third party processors, agents, regulatory bodies and auditors. To administer you as an employee you consent to the processing of data held on your personal file which may be of a sensitive nature (for example information relating to your health), you also consent to the transfer of your data abroad where necessary.

You have the right to apply for a copy of information we may hold about you (subject to a fee) and to request that any inaccuracies are corrected.

DECLARATION

To the best of my knowledge and belief all the information I have given is true. I understand that any false statement may disqualify me from employment or may lead to the termination of my employment.

Signature.....